



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

**COMMAND POLICY
DHR-01**

OCT 14 2011

IMWE-HOD-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Career and Alumni Program (ACAP) Participation

1. **APPLICABILITY.** This policy applies to Fort Hood and tenant organization Soldiers and their Family members.

2. **POLICY.**

a. Title 10 U.S.C 1142-1144, directs the ACAP to provide transition services, benefits information, and job search assistance to separating and retiring Soldiers and spouses. ACAP is the agency responsible for providing timely and effective transition assistance to Soldiers and their spouses. ACAP is a vital part of the separation process providing veterans benefits information, training and assistance in obtaining employment, and help making intelligent transition decisions. ACAP plays a key role in the Army's retention efforts and significantly reduces the Army's potential unemployment compensation costs.

b. The law states that separating/retiring service members may receive ACAP services up to 12 months prior to separation or 24 months prior to anticipated retirement. This timeline allows sufficient flexibility for full participation in ACAP and Veterans Administration (VA) training and services, with minimal impact on the unit mission. Leaders will promote ACAP attendance in accordance with these standards to ensure Soldiers complete the statutory preseparation counseling more than 90 days before separation in accordance with the law. Commanders will monitor timeliness to ensure that Soldiers begin ACAP in a timely manner in accordance with public law and this policy.

c. Deploying Soldiers with separation/retirement dates within 180 days of expected redeployment will be briefed prior to deployment, per Department of the Army policy. Soldiers referred for Medical Evaluation Board/Physical Evaluation Board processing must be immediately referred to ACAP for their statutory briefings and start of required services under the provisions of Military Personnel Message 09-027.

d. All separating Soldiers must attend the Transition Orientation (TO). The TO provides non-retiring Soldiers important information about separation orders, service computation and Department of Defense Form 214 (DD 214), clearing the Army and Fort Hood, finance, reserve component opportunities, transportation, ACAP, and more. Both separating and retiring Soldiers will attend the VA Benefits Briefing, offered

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twice a month following the TO. The VA Benefits Briefing is possibly the most important briefing a Soldier will receive, as it impacts benefits for life.

e. Soldiers vary in the kind of assistance and the amount of time they need to secure suitable post-military employment. Leaders will allow separating Soldiers time between major training events sufficient to their particular transition needs. Beginning ACAP early ensures Soldiers have time to prepare for transition, including submitting documents for recording their military service (DD 214), obtaining approval for transition leave, preparing VA Claims, as well as preparing a resume, lining up employment, and other tasks.

f. The Transition Assistance Program (TAP) Workshop is the first step in preparing for civilian employment. Soldiers enrolled in the three-day TAP Workshop are excused from all training except physical fitness training (PT), and may not be pulled from the workshop except by consent of the Command Sergeant Major or commander.

3. Getting Soldiers to ACAP is the right thing to do. First, it rewards Soldiers and spouses for their sacrifices during their service, demonstrating that the Army truly does take care of Soldiers and spouses. Second, it ensures Soldiers can provide for their Families by helping them find employment saving millions of Army dollars. In FY10 the Army reimbursed the states over \$505M in unemployment compensation paid to newly separated Soldiers. Assisting Soldiers in securing post-military employment not only enables them to avoid financial hardship, but allows them to provide for themselves and their Families, for life, demonstrating the value of service to the Nation.

4. We owe it to Soldiers and spouses to ensure they can and do take advantage of the valuable ACAP services available to them at no cost. Army leaders help Soldiers develop outstanding skills, training, and experience. It is up to us to help them leverage these skills to become productive citizens of the Nation they proudly served.

5. EXPIRATION. This Fort Hood Command Policy Memorandum supersedes the 2 November 2009 policy and will remain in effect until superseded or rescinded.



DONALD M. CAMPBELL, JR.
Lieutenant General, USA
Commanding

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